

## VALUE AND PHILOSOPHY

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The U.S. Department of Energy, Environmental Management Consolidated Business Center (EMCBC), believes that investigating, understanding and responding to employee concerns provides a valuable tool to improve safety, the work environment and productivity at the EMCBC and serviced sites. The EMCBC also believes that employee concerns are most efficiently resolved when the employee resolves concerns at the local level with his/her employer. When the employee cannot achieve resolution with his/her employer, or has a real concern regarding retaliation, intimidation or harassment, the EMCBC encourages the employee to contact the Employee Concerns Program (ECP) Office.



The EMCBC ECP provides an alternative method for employees to raise concerns. The EMCBC will review, investigate and take action on concerns in a manner which promotes confidentiality and work practice improvements, and prevents reprisal.

### ZERO TOLERANCE FOR RETALIATION

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The EMCBC is committed to employees having a process to express concerns without fear of retaliation or reprisal. Employees are encouraged to raise concerns so resolution can be completed in a timely fashion.

### FILING AN EMPLOYEE CONCERN

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Concerns can be expressed in person, by phone, by email, or in writing. Forms are available throughout the EMCBC and customer site facilities or online at: [www.emcbc.doe.gov](http://www.emcbc.doe.gov)

## TYPES OF CONCERNS EMPLOYEES MAY RAISE

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Safety and Health  
Environment  
Fraud, Waste and Abuse  
Ethical  
Working Conditions  
Quality  
Security  
Reprisal  
Management  
Intimidation

### ECP AVAILABILITY

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Any individual working at the EMCBC and customer site facilities may use the ECP. This includes contractors and subcontractors.

### CONFIDENTIALITY

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The ECP process is confidential. The EMCBC ECP, to the extent permitted by law, provides confidentiality regarding all people, records, deliberations and actions involved in the ECP process.



## ECP Contacts

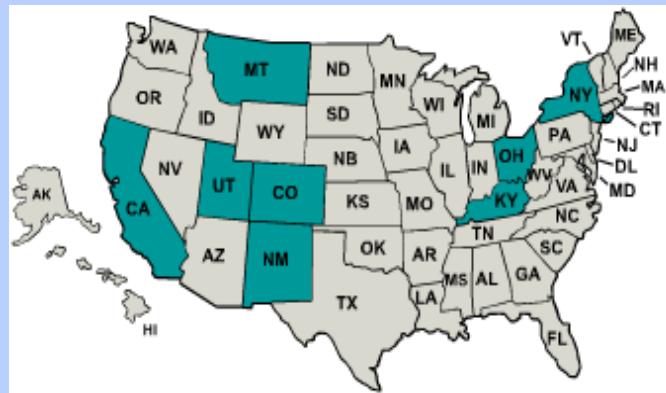
<u>Facility</u>	<u>Name</u>	<u>Phone</u>
EMCBC	Bartley Fain	513/246-0468
EMCBC (Backup)	Lynn Chafin	513/246-0461
EM Small Sites	Lynn Chafin	513/246-0461
Fernald	Dave Lojek	513/246-0601
West Valley	Christopher Eckert	716/942-4783
Portsmouth/ Paducah	Susan Sparks	859/219-4016
Bldg. 55/ Denver	Simon Lipstein	303/966-4948
Carlsbad	Dan Ferguson	505/234-7018

EMCBC Employee  
Concerns Hotline  
  
(513) 246-0025

## ANONYMOUS CONCERNS

**Individuals may express concerns anonymously.** When selecting this mode of communication, the individual still needs to provide as much detail about the concern as possible.

### EMCBC SERVICED SITES:



U.S. Department of Energy  
EM Consolidated  
Business Center

## EMPLOYEE CONCERNS PROGRAM (ECP)

EMCBC  
250 E. Fifth St Suite 500  
Cincinnati, OH, 45202  
(513) 246-0468